

# Procurement Services Division

## OFFICE of STATE ENGINEER

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To: State Facility Managers

From: Michael M. Thomas, P.E., C.B.O. *MT*  
State Engineer

Date: November 29, 2004

Re: State-wide Contracts for Construction Inspection Services

I apologize for this tardy letter. To follow-up on the announcement I made at the last ASPACO conference, the OSE has put into effect several state-wide contracts for Building Inspections, Special Building Inspections and Materials Testing. These contracts should be used for all projects above agency certification being advertised after November 1, 2004.

More detailed information about these contracts will be posted on the OSE's web site in the very near future. In the meantime, your OSE Project Manager will guide you through the process of acquiring the specific inspection services needed for individual projects. A general overview of that process is attached.

I cannot overemphasize the significance of these contracts in fulfilling our stewardship responsibilities to the public. They represent a milestone in our shared efforts to improve the quality of design and construction of public buildings. By working in partnership with these firms we will both have increased confidence that the state's buildings are constructed in compliance with our codes and contract documents.

I can't close this letter without acknowledging the efforts of the selection committee who made this possible. David Corbett, Phil Gerald, Tom Henderson, John Malmrose, Suzette Porter and Gary Wolford put in many hours of hard and thoughtful work to make this important step forward possible for all of us. Thank you all.

## Statewide Contract for Building Inspection and Material Testing Services

The following contains the generic procedure for hiring an Inspection firm or Material Testing firm from the Statewide Contract. The actual procedure may vary with the size and complexity of each project. However, the ultimate goal remains the same: ensure the construction of facilities is performed in accordance with building codes and contract documents.

### Definitions

Owner – the Public Procurement Entity that has ownership responsibility of the facility.

Building Official – the entity with responsibility to ensure the facility is designed and constructed in accordance with the applicable building codes.

Architect/Engineer (A/E) – the professional entity, registered in the State of South Carolina, to perform architectural and/or engineering services.

Inspection Firm – the entity with personnel registered in the State of South Carolina and certified by the International Codes Council, to perform building inspections.

Material Testing Firm – the entity with personnel and equipment responsible for the testing of materials to verify adherence to construction specification requirements.

### Procedure

1. 100% complete plans and specifications should include a Section 01400 to list the inspections and material testing to be performed.
2. The Owner, the Building Official, and the A/E shall collectively decide who will be responsible to perform the required inspections and testing. A responsibility matrix shall be included in the specification section.
3. The Owner shall access the State Engineers website to obtain the names of the firms that are on the State contract to perform the inspection/testing services in the project county.
4. The Owner contacts the firm(s) and forwards a *Request for Inspection Services* proposal to the firm(s). The Request shall include a set of the Bid Documents (plans and specifications) and any addenda issued during the bidding period.
5. The Inspection/Testing firm prepares and forwards to the Owner a *Proposal for Inspection Services*. The Proposal shall delineate the tasks and associated manhours required to fulfill the *Request for Inspection Services*. The State contracted hourly rates and reimbursable fees shall be shown in the *Proposal*.
6. The Owner reviews the *Proposal* and negotiates the tasks and associated manhours in the Proposal with the Inspection/Testing firm. Changes to the Bid Documents and associated inspection/testing requirements should be referred to the Building Official for approval.
7. Upon successful negotiations and following award of the construction project, the Owner completes the form SE-955 (Inspection/Material Testing Order) and forwards a copy to the Inspection/Testing firm as a Notice to Proceed.

8. The Inspection/Testing firm should be invited to attend the Pre-construction conference to discuss with the Owner and Contractor the schedule for Inspection/Testing Services.
9. If, during the construction period, it becomes necessary to revise the services of the Inspection/Testing firm, the Owner may request a *Proposal* for the revision.
10. The Owner reviews the *Proposal* and negotiates the tasks and associated manhours in the *Proposal* with the Inspection/Testing firm.
11. Upon successful negotiations, the Owner shall complete the form SE-960 (Inspection/Material Testing Order Amendment) and forward a copy of the form to the Inspection/Testing firm as a Notice to Proceed.
12. The Contractor's Superintendent will contact the Owner to arrange for inspection/testing. The Inspection/Testing firm is to respond within two days of the receipt of the request.
13. A written report of the inspections performed and the status of the inspection will be completed and provided to the Contractor prior to leaving the jobsite.
14. Within two business days, the Inspection/Testing firm will provide the Owner, Building Official, and A/E a copy of the inspection report or the results of material tests.
15. The Inspection/Testing firm shall immediately notify the Owner and Building Official of all failed inspections/tests.
16. The Inspection/Testing firm will provide a monthly report to the Owner, Building Official, and A/E as a summary of inspection and/or testing issues that have not been resolved as of the end of the month.

### FAQ's

Why are inspections required?

*The International Building Code, Chapters 1 and 17 require inspections by agencies or individuals approved by the Building Official.*

Why are material tests required?

*Testing of materials is typically a requirement of the specifications to ensure the materials provided by the contractor are in accordance with the design intent.*

Can anyone use the statewide contract?

*Public Procurement Entities are required to utilize statewide contracts unless the services can be procured by an equally qualified firm for 10% less than the statewide contracted firm.*

Is there a dollar amount which is not to be exceeded for these services?

*No. The State Procurement Code does not place a dollar limit on the services to be procured. The firms can be contracted for any amount.*

How long does a statewide contract last?

*Firms are contracted for one year with a possibility of four, one year extensions.*

